Classification	**STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)**
Monthly Salary	$4,898 - $5,955
Tenure / Time Base	Permanent / Full time
Final Filing Date	Until filled
Location	Office of Systems Integration (OSI) Case Management, Information and Payrolling Systems (CMIPS) II Project 8745 Folsom Boulevard, Suite 230 Sacramento, CA 95826 **Free Parking**
Duties/ Responsibilities	Under the general direction of the CMIPS II Project Manager, the incumbent functions as the Process Improvement Coordinator for the CMIPS II Project in overseeing the analysis, design, documentation, testing and implementation of project management and systems development process improvements. Major responsibilities of this position include: Identification and documentation of critical project processes and procedures; analysis of Quality Assurance data to assess process improvement and work product refinement opportunities; development of process improvement recommendations and implementation strategies; assessment of and analysis of program functional performance; oversight of project and contractor use of established procedures; technical review and performance monitoring of process related agreements and memoranda of understanding; creation and management of process appeals and change management processes; and, technical support of verification, validation and testing.
Desirable Qualifications	- Knowledge of the OSI project management best practices. - Knowledge and experience in software design adhering to standards defined in IEEE 12207-1996, Paragraph 5.3 Development Process. - Familiarity with the principles and practices promulgated within the Project Management Body of Knowledge (PMBOK). - Knowledge of business change management principles and practices. - Knowledge of data conversion processes for large information technology databases, including conversion strategies and end-user participation in the conversion process.

Desirable Qualifications (continued)	- Knowledge of current information systems training delivery methods. - Demonstrated skill in statewide planning and strategy development. - Ability to facilitate effective meetings that promote teamwork, consensus decisions, cooperation, and effective information sharing necessary to meet organization and customer needs. - Ability to write project plans and create work plans supporting large-scale systems implementation. - Ability to use Microsoft Office products including, Word, Visio, Project, Excel, and Access. - Ability to be flexible in the face of changing customer needs and priorities and effectively convey customer requirements to project or contractor staff and management. - Ability to evaluate potential impact of proposed process changes and explain technical implementation details in non-technical terms. - Ability to prioritize, plan, organize, coordinate, monitor and follow up on workload and issue resolution. - Ability to work effectively under pressure while maintaining a positive attitude. - Ability to work independently, or in a team environment involving contractor, State and Local stakeholders and technical staff in addressing policy and procedural issues.
Who May Apply	<u>**Please indicate your eligibility in Box 12 of your application.**</u> - State employees who are currently in the Staff Information Systems Analyst (Specialist) classification or have transfer eligibility. - Persons who have Staff Information Systems Analyst (Specialist) certification list eligibility. - SROA/Surplus candidates are encouraged to apply.
Submit a State of California Std. 678 Application to	Office of Systems Integration CMIPS II Project Attention: John Parker 8745 Folsom Boulevard, Suite 230 Sacramento, CA 95826 Please reference RPA #06-093 on the front page of your application.
Contact Information	John Parker: (916) 229-0884 TDD User: 1-800-735-2929

Position #: 791-790-1312-004   RPA #06-093   Posted date: 07/25/2006

Office of Systems Integration   P.O. Box 138014   Sacramento, California   95813-8014